



U.S. DEPARTMENT OF  
TRANSPORTATION  
FEDERAL HIGHWAY  
ADMINISTRATION

## Request for Acceptance of Gift Under 49 U.S.C. 326

1. Employee Name and Position

2. Name, Address, and Country of the Offeror (Donor) and Nature of Business or Profession

3a. Briefly describe the gift or bequest and any conditions (function) or terms under which the gift is offered. If the gift involves an event, describe the event and other expected participants.

3b. List the amount of money offered and/or the estimate dollar value of the gift. \_\_\_\_\_

3c. Date of the event or date when gift was offered: \_\_\_\_\_

4. Briefly describe the relationship of the agency and donor, including pending matters, and any involvement of the employee that can affect the donor.

5. If there are any additional costs to be incurred by the FHWA, give the estimated cost and reason.

6. Is the travel related to a controversial project or program such that FHWA should exhibit a more neutral position in regard to the donor of the gift of travel because of possible perception of a conflict of interest?

7. State what the compelling reasons are for accepting this gift of travel.

8. The information provided herein adequately supports a determination that the gift of travel offered by \_\_\_\_\_ to \_\_\_\_\_ is for the performance of his/her FHWA official regulatory activities and further supports a determination that the non-Federal source is not disqualified on conflict of interest grounds. Therefore, acceptance under the circumstances would not cause a reasonable person with knowledge of all the material facts to question the integrity of FHWA's program or operation. Accordingly, I recommend that the travel payment offered by the non-Federal source be accepted.

REQUESTING OFFICIAL

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

CONCURRENCES:

\_\_\_\_\_  
Office of the Chief Counsel

\_\_\_\_\_  
Date

ACCEPTING OFFICIAL:

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Title

Authority to Accept:

CBU Director, SBU Director, Director of Field Services, Division Administrator, and Federal Lands Highway Division Engineers

Attachments:

-Copy of Offer or Bequest

Distribution:

-Initiating Office

-Approving Office

-Office of Chief Counsel